

# WORKING FROM HOME DURING CORONA LOCKDOWN

---

A Toolkit to Survive and Prevail



[www.flexibees.com](http://www.flexibees.com)





# WFH in the lockdown is a juggling act like no other



[www.flexibeas.com](http://www.flexibeas.com)



Kids



Chores



Work

Spouse



Families need huge reserves of mental strength, patience and positivity!

At FlexiBees, we asked our community of working women for guidance.

**Here's what they had to share...**





# The broad themes that emerged



[www.flexibeas.com](http://www.flexibeas.com)



## Planning

Tasks and timeslots for  
Work, Kids, Chores

&



## Communication

While keeping colleagues & family  
informed & involved

All the while,  
..allocating  
..training &  
..letting go

# Planning

## Tasks and timeslots for Work, Kids, Chores



[www.flexibeas.com](http://www.flexibeas.com)





# Planning - Work

- Align on deliverables, timelines and report-backs.
- Iterate work slots based on priority, kids, spouse.
- Figure out your New Normal-
  - Work slots could become shorter.
  - Embrace interruptions - everybody is going through this.
  - Coordinate ahead - for “important” slots.
- Set daily goals, and review them periodically.



[www.flexibeas.com](http://www.flexibeas.com)

“I am prepared to work for more hours and maintain calmness :-)”

-----  
“I have created a plan for my son for a week to keep him busy.”

# Planning – Chores

Make you work easy!



[www.flexibeas.com](http://www.flexibeas.com)

## 01 SMART

- Ruthless reduction in tasks.
- Weekly plan of meals, tasks.
- Bulk pastes, batters, gravies, veg.
- One pot cooking – khichdi, pulao, stew, dal with veggies.

## 02 SIMPLE

- Simple recipes – eggs, cereal, toast, bread sandwiches, filling smoothies.
- Same foods for everyone.
- Repeat meals.
- Frozen foods.

## 03 SLIM

- Less dishes
- Less novelty
- Less stress!



“I plan in advance, some things can be managed once in two days like laundry or mopping, dusting, ironing. Few things can be done before kids wake up or late in the night.”

-----  
“Not bothered much about the toys and books scattered in my kids room”  
-----

“Simple breakfasts need less time, minimum utensils, and my son and my husband enjoy doing this together”

# Planning – Kids

## Sample Activity Guide



[www.flexibeas.com](http://www.flexibeas.com)



### Mental Stimulation

- Board Games
- Arts and Crafts
- DIY kits
- Puzzles
- Worksheets
- Reading
- Learning about a new topic
- Remote learning
- Planned screen
- Cards
- Story building
- Reading



### Physical Stimulation

- Yoga with parent
- Home exercises
- Dance
- Skipping
- Cycling
- Ball games



### Social Stimulation

- Virtual playdates
- Video calls with family
- Connection with family



### Responsibilities (age appropriate)

- Household chores
- Cleaning support
- Cooking support



# Communication

---



[www.flexibeas.com](http://www.flexibeas.com)

**While keeping  
colleagues &  
family informed  
& involved**





# Communication - Work



[www.flexibeas.com](http://www.flexibeas.com)

- Communicate the changes in your work deliverables, schedules, and TAT etc. proactively with work stakeholders.
- Embrace Video tools for the personal connection.
- Plan for Virtual coffee & fun!



Discuss workflow and time availability with the team to set expectations"

-----  
Clients are also extremely understanding in these times. The CEO of a Start-up told me last night, that he and his wife are also working from home, and finding it hard to manage the kids. It is okay if he can hear my child's crying in the background"



# Communication – Kids

## Involve + Indulge

- Preparing and helping kids come to terms with the new reality.
- Trust, co-create tasks with them.
- Communicating work spaces and time slots. Agreed signals for do not disturb time slots.
- Back-up slots with spouse for “important work hours”.
- Planning ahead for “parent play time”.

“I discuss with my kids at night what they like how they spent their day and how they would like to spend next day and then I plan it accordingly.”

“My child advised me to give her a 20 minute notice, when my play time with her was getting over and I needed to get back to work.”



[www.flexibees.com](http://www.flexibees.com)





# Communication – Spouse

Involve + Indulge

- Be kind to each other – You both need it.
- Divide and conquer – chores, kids, work-slots
- Coach – if you know more about WFH or are a veteran already.



[www.flexibeas.com](http://www.flexibeas.com)

“One week was full of irritation and frustration as I needed to entertain both of them for variety of foods. So now I have laid down my expectations and have asked him to help which he obliged.”

-----  
“We have worked out a schedule where he can work most of his office hours. I also coach him on how to maintain his sanity in these trying circumstances.”

# Did you forget somebody?

## Yes, yourself!

- Pockets of joy that keep you sane - reading, or yoga of good old Netflix...
- Ease up & no guilt! - Decide what you can let go - screen time, mess, interruptions?
- Fun in the mix - increased family bonding, and fun (to the extent possible in the circumstances!)

“Screen time - I'm being lenient for this time.”

“Even if I sleep one hour less, it is necessary for me to watch TV.”

“Started more home yoga, hot cup of coffee in morning before everyone wakes up :) and remembering that we are in this together!! .”



[www.flexibeas.com](http://www.flexibeas.com)







[www.flexibeas.com](http://www.flexibeas.com)

**Thank You**

